

**Liberty Community Unit #2 School District**  
**Liberty, IL**

**Grade School Secretary**  
**(10- Month position)**

**Qualifications:**

- Preferred secretary experience or have been in a school setting for a minimum of 2-years.
- Oral and written communication skills. Knowledge of Google Drive functions.
- Display a pleasing, happy, helping personality that will make one easily approachable by the age level being served.

**Responsibilities:**

- Keep a daily record of student attendance on forms provided and to tally such records on a monthly basis and/or as directed by principal or required for reporting purposes.
- Receives and routes all incoming calls. Distributes bus passes, transportation changes, messages, etc. as received through phone calls.
- Maintain student permanent records. Provided copies of records as needed by other educational institutions upon transfer and otherwise as directed by the principal in charge. Update permanent files with a copy of report cards at the end of each year.
- Register students, PreK thru 6th, collect book fees as needed, necessary paperwork, and signatures by guardians to enroll students into Skyward. Making sure all students are assigned to courses, teachers, students fees, transportation, special education, lockers are assigned, etc. Make sure all teachers have the proper class list and bus transportation for each child at the beginning of the year and keep updated throughout the year of changes.
- Making sure that all student information is enrolled into ISBE (IWAS) correctly and is maintained through the year as students transfer out of the district and special education information is withdrawn and assigned. Summer school (ESY) students are re enrolled and withdrawn on the appropriate date. Completes state reports as required.
- Assist in making sure we provide a safe environment for students, as per the risk management plan.

**Benefits include:**

**Health/Life Insurance**

**State Retirement Plan**

**Sick/Personal Days**

***Starting wage of \$18.00 per hour***

**Resumes for the above opening will be accepted until the position is filled.**

Dr. Kelle Bunch, Superintendent

Liberty Community Unit #2

505 N. Park St.

Liberty, IL 62347

(217) 645-3433

EOE

02/03/2025

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